

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PLANNING & COMMUNITY DEVELOPMENT

DATE: OCTOBER 11, 2006

COMMITTEE MEMBERS PRESENT:

Supervisors Stec
 Belden
 Gabriels
 Monroe
 Champagne
 Mason

Committee Member Absent:

Supervisor Tessier

OTHERS PRESENT:

Representing Planning & Community Development Department:

 Patricia Tatich, Director
 Laura Moore, Planning Associate
Joan Parsons, Commissioner, Administrative and Fiscal Services

Joan Sady, Clerk, Board of Supervisors
Trish Nenninger, Second Assistant County Atty.
Supervisor F. Thomas
Supervisor Merlino
David Strainer, Queensbury
Katy Goodman, Secretary to the Clerk

Mr. Stec called the meeting to order at 11:15 a.m.

Mr. Stec advised the only item to come before the Committee today concerned a request for the Committee members to consider submitting an application for a Shared Municipal Services Incentive Grant. He stated the deadline to submit the application was October 23rd. Copies of a handout which outlined the guidelines for the grant application were distributed to the Committee members, a copy of which is on file with the minutes.

Mr. Stec explained he was contacted separately about the grant by Leonard Fosbrook, President of Economic Development Corporation (EDC) Warren County, New York, and Todd Shimkus, the head of the Adirondack Regional Chamber of Commerce. He stated at this time the City of Glens Falls needed assistance with staffing and resources in its Community Development Department. Mr. Stec noted most of the Committee members were aware that except for the Town of Queensbury, the County's Planning & Community Development provided various planning services to all the other towns. Thus, he said he thought Mr. Fosbrook and Mr. Shimkus were suggesting that the County might want to consider looking at whether there was an opportunity to consolidate community development services between the City and the County. In addition, Mr. Stec said it was suggested to him that the aforementioned Shared Municipal Services Grant be used to possibly apply for funds to cover the costs of a feasibility study of such a consolidation. He apprised he had been told that the estimated costs of a study could be \$40,000 to \$50,000.

Mr. Stec asked Patricia Tatich, Director of the Warren County Planning & Community Development Department, if she had any input on the grant or the feasibility study. He noted he was aware she had not spoken with anyone from either of the aforementioned agencies or

anyone else about the matter.

Privilege of the floor was extended to Joan Parsons, Commissioner, Administrative and Fiscal Services. Ms. Parsons said she did not know if Ms. Tatich could answer the question, but in the past she had understood that relative to community development the City of Glens Falls had always remained separate from the County and because it was an entitlement community its funds flowed differently from the County's. She asked if that was correct and would it impact this issue.

Privilege of the floor was extended to Ms. Tatich, who responded that the City was an old urban renewal community and Ms. Parsons was correct that because of that it did receive its funds on a formula basis. She stated that previously the City had used its CDBG (Community Development Block Grant) funds to cover the costs of the services of a Planner or Community Development Director, or whatever the title of their position was. However, Ms. Tatich said she did not believe the issue of consolidating the County's and the City's planning and community development services had ever been discussed before. The Department had let the City's last four mayors know they could help them out, she added.

Ms. Tatich stated Mr. Fosbrook had been discussing with current Glens Falls Mayor Leroy Akins, the issue of EDC becoming more involved with providing services to the City. She advised in that regard, Mr. Fosbrook had asked her if the Department would be interested in being involved. Ms. Tatich stated she had told him they would be willing to partner with the City like they had done with other communities on certain projects. They had also recently partnered with the City's consultant on its Feeder Canal project relative to a grant application under the Canal Corridor Grant, she said. However, Ms. Tatich noted by applying for a grant Mr. Fosbrook was taking things to the next level and since the City did not have a planner on staff the question would be should they hire a Planner/Community Development Director or contract with EDC. She noted she thought perhaps that was how the issue of the County submitting the application had come about. Ms. Tatich stated she was then contacted by Mr. Stec who had been contacted by Mr. Fosbrook and Mr. Shimkus as they wanted to take a different approach on the matter.

Continuing, Ms. Tatich apprised the Shared Services Grant had a 90% reimbursement rate and a 10% local match that someone would have to cover. Mr. Gabriels asked if anybody had spoken with Mayor Akins about this matter. Mr. Stec replied from his brief discussion with the Mayor he knew Mayor Akins was interested in that type of consolidation. However, he acknowledged that was before he had spoken with Mr. Fosbrook and Mr. Shimkus, and he had not spoken with the Mayor since then or since this meeting was scheduled.

Discussion ensued, and Mr. Belden advised the grant application would require letters of support from the Mayor and the Glens Falls Common Council.

Motion was made by Mr. Champagne to approve a resolution to authorize the submission of a grant application for a Shared Municipal Services Incentive Awards grant to cover the costs of a

feasibility study of the consolidation of planning services between the City of Glens Falls and Warren County, contingent upon receipt of letters of support from the Mayor of the City of Glens Falls and the Common Council. Mr. Belden seconded the motion.

Mr. Monroe referred to the aforementioned guidelines for the grant, and he pointed out it required at least one co-applicant; and Mr. Stec concurred. Mr. Stec stated the County would be the lead applicant. Ms. Tatich asked if it was being suggested that the County would advance the funds for the feasibility study since they would be reimbursable. Regarding the 10% match for the grant, Mr. Stec suggested in the request for the City's support of the application they should propose that the City pay 5% and the County pay 5% of those costs.

Discussion ensued on how Mayor Akins should be contacted. It was suggested that Ms. Tatich send a letter to him outlining that the County would be the lead applicant for the grant and the City would be the co-applicant and the 10% matching funds would be divided evenly between the County and the City. Mr. Mason stated there would not be time to send and receive letters. He recommended that Mayor Akins be contacted by telephone and then the conservation should be confirmed by letter. Mr. Belden stated a resolution should be approved in time for the October 13th Board of Supervisors' meeting. Mr. Stec concurred the Mayor should be contacted by telephone.

Dialogue ensued between Ms. Tatich and Mr. Stec on various aspects of the issue. In reply to the question of who would do the Feasibility Study; Mr. Stec said he understood the grant funds would be used to hire a consultant. Ms. Tatich said she was not familiar with companies that would study this type of consolidation. She stated a number for the costs of a study would have to be given, and she asked what the number would be based on. Mr. Stec responded the aforementioned \$40,000 - \$50,000 costs were from Mr. Shimkus, who also knew of some firms that did this type of study.

At the conclusion of further discussion on the issue, Mr. Stec advised he would call Mayor Akins right after the meeting. He stated Mr. Shimkus should also be contacted for the aforementioned names of potential consultants. Ms. Tatich confirmed for Mr. Gabriels that the Department's staff could prepare the grant application by the deadline.

Privilege of the floor was extended to Trish Nenninger, Second Assistant County Attorney, who asked if the grant application had to name a consultant. Ms. Tatich replied she did not think so. She concurred with Ms. Nenninger that the application would be based on the concept that there was a consultant who did this type of study. Ms. Tatich stated she agreed with Mr. Stec that they would need Mayor Akins' signature to show the City's support. Mr. Belden recommended a letter be faxed to the Mayor.

Mr. Stec called the question and the motion was carried unanimously.

Mr. Stec stated he would call Mayor Akins and Mr. Shimkus immediately after this meeting. It was

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concluded that the City's response needed to be received by the day after this meeting.

There being no further business, on motion by Mr. Mason and seconded by Mr. Belden, Mr. Stec adjourned the meeting at 11:34 a.m.

Respectfully submitted,

Katy Goodman, Secretary to the Clerk